



Competitive Service Vacancy Announcement

Defense Language Institute Foreign Language Center and Presidio of Monterey
Presidio of Monterey, California 93944-5006

Merit Placement & Promotion Program

Announcement Number: C-13-98

Opens: April 7, 1998

Closes: April 21, 1998

Position Title: Secretary (OA), GS-318-05

Salary: \$21,051 - \$27,370 per annum

Location: Various Departments, DLIFLC & POM and POM Annex

Area of Consideration: Permanent competitive service employees & reinstatement eligibles in the commuting area. VRA eligibles, special emphasis program eligibles and other special appointing authority eligibles may be considered. Applications from NAF employees eligible under the DOD/OPM Interchange Agreement will be accepted.

PCS Costs are not authorized.

Applicants must ensure that all requirements are met before requesting consideration for this position. Qualification will be based on the application package you submit. Be sure that your application clearly shows the extent and type of required experience or education. Please limit your paperwork to two pages per KSA. Be concise. KSAs longer than two pages will not be considered.

Applicants should make a duplicate of their application for their own use prior to submitting. Applications will not be returned nor duplicated once submitted. Copies reproduced at government expense will not be accepted and application submitted in postage paid government envelopes will not receive consideration.

This announcement may be used to fill future vacancies within 180 days after the closing date.

What to Submit And Where To Apply

1. Applicant must submit one of the following: A resume, the Optional Application for Federal Employment (OF-612), or any other written format. **Your resume or application must contain the information stated in the OF-510, pamphlet, Applying for a Federal Job.**
2. **SF-50**, Notification of Personnel Action, showing career or career-conditional status (for non DLI employees with status).
3. Knowledge, Skills & Abilities (KSA's).
4. Latest Performance Appraisal (current Federal employees only).
5. College Transcripts (if substituting education for experience),
6. DLI-346, Merit Promotion Appraisal (current DLI employees).
7. DD 214 (Veterans & VRA eligibles).
8. SF-15 (if claiming 10 Point Veterans Preference) and supporting document.
9. Certification of Typing Speed.
10. DA Form 3434 (for NAF employees eligible through the NAFI/DOD Interchange Agreement).
11. Written request for spouse preference and sponsor's official PCS orders to the Monterey commuting area.

Mailing Address: Defense Language Institute Foreign Language
Center and Presidio of Monterey
ATTN: ATZP-CP-ESD
Presidio of Monterey, CA 93944-5006

The Civilian Personnel Office is located in Bldg 340.

For information call (408)242-5137, DSN: 878-5137

FAX: (408)242-6112, DSN: 878-6112

Please note: All documents must be received in the Civilian Personnel Office by 4:45 p.m. on the closing date of this announcement, or postmarked by the closing date of this announcement.

DLIFLC is an Equal Opportunity Employer

All qualified applicants will receive consideration for position vacancies without regard to race, creed, color, age, national origin, lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not disabling to the job, or other non-merit factors.

Please post on bulletin boards until after the closing date show above.

Summary of Duties:

Performs routine administrative and miscellaneous clerical work. Based upon a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office. Receives calls, greets visitors, and directs to supervisor and other staff members only those contacts needing their attention or action. Takes care of routine matters and refers other inquiries to appropriate personnel based on knowledge of command programs and functions, project assignments, internal procedures and relationships, and current work status. Personally responds to routine non-technical requests for information such as status of reports, suspense date for matters requiring compliance, and similar information readily available from the files. Maintains supervisor's calendar and schedules appointments based on knowledge of supervisor's interest and commitments. Composes correspondence on administrative support or clerical functions of the office. Reviews outgoing correspondence for procedural and grammatical accuracy, and returns to originator that correspondence requiring corrections. Receives and reviews all incoming mail for the organization. Maintains suspense records on all correspondence and action documents and follows-up to ensure a timely reply or action. Prepares in final form all types of documentation and forms incident to office management. Prepares travel requests and all associated actions and documentation. Assembles, prepares and submits office reports of staff time charges, and maintains personnel time. Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for preparing and processing correspondence, filing, mail procedures, preparation of travel orders/vouchers, and security procedures. Establishes and maintains files; revises and disposes of files in accordance with governing regulations. Performs office automation work on a personal computer. Uses word processing, spreadsheet, database, graphics, electronic mail, calendar, and automated time-keeping and payroll software to draft, edit copy, delete, store, retrieve and print material.

Minimum Qualification Requirements: One year of specialized experience equivalent to at least the GS-4 grade level in Federal Service. Specialized experience is experience that equipped the applicant with the knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

NOTE: A qualified typist is required. Must be able to type 40 words per minute.

Substitution of Education for Experience: Four years of successfully completed education above high school is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college or college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

Combining Education and Experience: Equivalent combinations of successfully completed post high school education and experience may be used to meet total experience requirements. Only education in excess of the first 60 semester hours is creditable toward meeting the specialized experience requirement. One full academic year of study beyond the second year is equivalent to 6 months of specialized experience.

Knowledge, Skills & Abilities:

Applicants should provide information regarding experience and/or training which indicates:

1. Ability to coordinate and plan office activities. (Effectively coordinate, schedule, and manage administrative activities of an office).
2. Ability to locate and assemble information for various reports, briefings and conferences.
3. Ability to apply correspondence rules and procedural guidelines.
4. Ability to make arrangements for travel, conferences, and meetings.
5. Ability to meet and deal with individuals.

NOTE: Completion of the supplemental KSA's is not required, but failure to do so may result in a lower rating. A Guide to Preparing Employee Supplemental Statements is available in the DLIFLC Civilian Personnel Office, Bldg 340, to assist you in preparing KSA's.

Method of Evaluation:

Applicants will be evaluated against the Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions. In accordance with DLIFLC Merit Placement Plan for the Competitive Service, those found qualified will be rated against the KSA's. Only the Employee Supplemental Statements and/or any appropriate documents submitted by the applicant will be used to rank the candidates. The best qualified candidates will be referred to the selection official.

Conditions of Employment:

1. Prior to appointment, male applicants between the ages of 18 through 25 must certify that they are registered with the Selective Service.
2. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment as a condition of employment.